



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: January 28, 2010

POSITION: Management Services Technician/ Project Technician

Limited Term (24months), Full Time

Position Action #910-

228

SALARY: \$2495 - \$3034 Management Services Technician (Range A)
\$2817 - \$3426 Management Services Technician (Range B)

LOCATION: CUIAB, Executive Branch
2400 Venture Oaks Way, Suite 300, Sacramento, CA 95833-4224

POSITION DESCRIPTION:

Under the supervision of the Project Director, the Management Services Technician will perform the less technical, semiprofessional tasks in support of the Project Team which is comprised of cross-functional, cross-department work teams collaborating to develop new technology and process improvements for the appeals process.

FUNCTIONS:

- Research and gather information on the existing business process flow of the appellate program at EDD and CUIAB and assist the Project Team Analyst in the analysis of the information in order to determine new business procedures necessary for implementation of the major technology enhancements. Assist in the research and analysis of policy and regulatory challenges to implementing technology enhancements.
- Gather and maintain references and documents. Compile a variety of status reports, organize research and data files, and maintain a central documentation library.
- Assist with the ordering, receiving, and controlling of purchase requests for IT goods and materials and supplies used in the unit. Review vendor invoices and forward to Project Manager for approval, ensuring invoices are complete and correct. Track payments, research and resolve discrepancies, and take corrective action as necessary.
- Facilitate meeting arrangements including reserving location and send/confirm invitations. Prepares materials for meetings to include agendas, folders, and labels. Prepare charts, graphic displays or power point presentations for reference at meetings.
- Compile, review, update and maintain timesheets for the Project Team on a regular basis and keep track of staff schedules.

WHO SHOULD APPLY:

Persons who are currently in the class of Management Services Technician or other classes within transfer range. SROA and surplus employees will be given first consideration.

SUBMIT APPLICATION

(Form STD 678) to: CUIAB, Administrative Services

Attn: Susan Williams, Personnel Analyst

2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

Please write PA # 910-238 on your application.

CONTACT: For more information about this position, contact:
Lori Kurosaka, SSM I (916) 263-6818

FINAL FILING: February 4, 2010

CUIAB is an equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.